

Subject: Re: Christmas Tree Lighting Ceremony

From: Louise Capone

Date: 11/16/2018, 1:26 PM

To: LCapone

CC: Joella Hopkins <joella.hopkins@lacity.org>, Trish Delgado <trish.delgado@lacity.org>, Belinda Jackson <Belinda.Jackson@lacity.org>, Gus Sedano <gus.sedano@lacity.org>

Hi There,

Please see reworked time line for Christmas tree lighting ceremony. Please let me know if this works.

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On Fri, Nov 16, 2018 at 1:10 PM LCapone <

> wrote:

Let me rework the time line. Thanks

On Fri, Nov 16, 2018 at 1:04 PM Joella Hopkins <joella.hopkins@lacity.org> wrote:

Hi there.

I have the event from 430 - 730. Can we edit a bit?

Also, I'd love to push the actual lighting ceremony to 6 - this way people can get off work, grab families and get there. So, speaking at 6/lighting immediately after.

Yeah?

Joella Hopkins

DTLA Area Director & Strategic Media

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For regular updates and to sign up for our E-Newsletter, please visit our [José Huizar CD 14 website](#).

On Fri, Nov 16, 2018 at 12:58 PM Louise Capone <louise.capone@lacity.org> wrote:

Joella,

Please see attached the time line for the tree lighting ceremony.

Let me know if it works for your team.

Louise

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Louise Capone

Sr. 2 Recreation Director

Pershing Square Outdoor Concert and Event Center

City of Los Angeles Department of Recreation and Parks

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No problems just solutions.

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Louise Capone
Sr. 2 Recreation Director
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City of Los Angeles Department of Recreation and Parks

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- [Attachments-21/Tree Lighting Ceremony Timeline.pdf](#)